

**MINUTES OF MEETING
HERITAGE HARBOR
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Heritage Harbor Community Development District was held Thursday, December 17, 2015 at 6:00 p.m. at the Heritage Harbor Clubhouse; 19502 Heritage Harbor Parkway, Lutz, Florida.

Present and constituting a quorum were:

David Penzer	Chairman
Rich Gordon	Vice Chairman
Rob Rossi	Assistant Secretary
Shelley Grandon	Assistant Secretary
Russ Rossi (via phone)	Assistant Secretary

Also present were:

Jim Hayford	District Manager
Jim Poertner	Golf Course Superintendent
Lynn Jackson	Operations Coordinator
Residents	

The following is a summary of the discussions and actions taken at the December 17, 2015 Heritage Harbor Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hayford called the meeting to order and roll was called. Four Supervisors were present with Mr. Russ Rossi attending by phone.

On MOTION by Mr. Penzer seconded by Mr. Rich Gordon with all in favor, authorization for Mr. Russ Rossi to participate in the meeting by phone was approved.
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SECOND ORDER OF BUSINESS

Audience Comments

An audience member requested the Board consider conservation area improvements for next year's budget. She also addressed the Board regarding raised sidewalks in the District.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the
November 19, 2015 Regular Meeting**

Each Board member received a copy of the minutes and additions, corrections or deletions were requested.

On MOTION by Mr. Gordon seconded by Ms. Grandon with all in favor, the minutes of the November 19, 2015 meeting were approved.

FOURTH ORDER OF BUSINESS **Approval of Financial Statements**
Mr. Hayford noted for the end of the year the District was under budget.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, the financial statements for the period ending November 30, 2015 were approved.

FIFTH ORDER OF BUSINESS **Staff Reports**

A. Golf Course

Mr. Poertner reported the following:

- The greens are where they should be at this time of the year.
- The fairways look like they were over-seeded, but we didn't over-seed.

Mr. Panno's report was reviewed in his absence.

SIXTH ORDER OF BUSINESS **Attorney's Report**
There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS **Engineer's Report**
There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS **Manager's Report**

A. Year End Golf Staff Issues

Mr. Hayford discussed recommendations he made to the Board regarding the golf course and pro shop manager's salaries. His recommendations were based on input from the Board.

On MOTION by Mr. Penzer seconded by Mr. Russ Rossi with all in favor, the salary increase and bonus recommendations made by Mr. Hayford, which were based on input from the Board regarding the Golf Course Manager, Jim Poertner, were approved.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, the salary increase and bonus recommendations made by Mr. Hayford, which were based on input from the Board regarding the Pro Shop Manager, John Panno, were approved.

